

**CASTLEREAGH MACQUARIE
COUNTY
COUNCIL**



BUSINESS PAPER

**FOR THE ORDINARY MEETING OF COUNCIL
TO BE HELD AT THE COONAMBLE SHIRE COUNCIL
CHAMBERS,
ON MONDAY 22 AUGUST 2016
COMMENCING AT 10:00 AM**

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AGENDA - ORDINARY COUNCIL MEETING

Monday, 22 August 2016

- 1. WELCOME**
- 2. APOLOGIES**
- 3. DECLARATION OF INTERESTS**
- 4. CONFIRMATION OF MINUTES for Meeting held Monday 27 June 2016**
- 5. MATTERS ARISING FROM MINUTES**
- 6. REPORT FROM CHAIRMAN**
- 7. REPORT OF THE GENERAL MANAGER**
- 8. REPORTS OF THE SENIOR WEEDS OFFICER**
- 9. CONFIDENTIAL**
- 10. QUESTIONS FOR NEXT MEETING**
- 11. NEXT MEETING - Monday 31 October 2016**
- 12. CLOSE**

7. REPORT OF THE GENERAL MANAGER

- | | | |
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- | | | |
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10. QUESTIONS WITHOUT NOTICE

11. CONFIRM DATE OF NEXT MEETING – Monday 31 October 2016

12. CLOSE OF MEETING

CASTLEREAGH MACQUARIE COUNTY COUNCIL MINUTES

MINUTES OF THE MEETING OF THE CASTLEREAGH MACQUARIE COUNTY COUNCIL HELD AT THE COONABARABRAN COUNCIL CHAMBERS ON MONDAY 27 JUNE 2016 COMMENCING AT 10:00AM

PRESENT: R. Greenaway (Acting Chairman), D. Schieb, M. Webb, D. Batten, G. Peart, I. Woodcock, P. Shinton and M. Coe.

Staff Members: D. Ramsland (General Manager), J. Unwin (Acting Chief Weeds Officer)

In Councillor Noel Kinsey's absence, Councillor Greenaway chaired the meeting.

- 1. WELCOME:** Clr Greenaway welcomed all councillors and staff to the meeting.
- 2. APOLOGIES:** Clr N. Kinsey (Chairman) and T. Van Lubeck

6/16/1 Resolved:

That apologies from Clr N. Kinsey (Chairman) and T. Van Lubeck be accepted and leave of absence be granted.

Moved: Clr Webb
Seconded: Clr Shinton

Carried

- 3. DECLARATIONS OF INTEREST** - Nil
- 4. CONFIRMATION OF MINUTES**

6/16/2 Resolved:

That the minutes of the Castlereagh Macquarie County Council meeting held at Warren on Monday 4 April, 2016, having been circulated, be confirmed as a true and accurate record of that meeting.

Moved: Clr Batten
Seconded: Clr Shinton

Carried

- 5. MATTERS ARISING FROM MINUTES** - Nil
- 6. CHAIRMAN'S REPORT**

In Councillor Kinsey's absence, no Chairperson's report was presented.

7. GENERAL MANAGER'S REPORT

Item 7.1 Reconciliation Certificate 30 April & 31 May 2016

Recommendation: That the Statement of Bank Balances as at 30 April and 31 May, 2016 be received and noted.

6/16/3 Resolved:

That the Bank Reconciliations as at 30 April and 31 May, 2016 be received and noted.

Moved: Clr Woodcock

Seconded: Clr Webb

Carried

Item 7.2 Quarterly Budget Review Statement – Period Ended 31 May, 2016

Recommendation: That the Quarterly Budget Review Statement for the period ended 31 May, 2016 be received and noted and the recommended variations to the revised budget as detailed in the attached statement be adopted.

6/16/4 Resolved:

That the Quarterly Budget Review Statement for the period ended 31 May, 2016 be received and noted and the recommended variations to the revised budget as detailed in the attached statement be adopted.

Moved: Clr Webb

Seconded: Clr Batten

Carried

Item 7.3 Report on Draft Operational Plan and Budget – 2016/17 and Supporting Documentation

Recommendation: That Council, following public exhibition and no comments/submissions being received, adopt the draft 2016/2017 Operational Plan and Budget and the supporting documentation noting that there may be some legislative changes that will be automatically incorporated into such documentation.

6/16/5 Resolved:

That Council, following public exhibition and no comments/submissions being received, adopt the draft 2016/2017 Operational Plan and Budget and the supporting documentation noting that there may be some legislative changes that will be automatically incorporated into such documentation.

Moved: Clr Batten

Seconded: Clr Schieb

Carried

6/16/6 Resolved:

Councillors requested that the General Manager provide a detailed report of employee's entitlement to sick leave under the Local Government State Award 2014.

Moved: Clr Batten

Seconded: Clr Webb

Carried

Item 7.4 Organisational Restructure Report – Update – June, 2016

Recommendation: That Council receive and note the General Manager's report in respect of the ongoing progress of the Organisational Restructure process and endorse the action taken so far.

6/16/7 Resolved:

That Council receive and note the General Manager's report in respect of the ongoing progress of the Organisational Restructure process and endorse the action taken so far.

Moved: Clr Woodcock

Seconded: Clr Shinton

Carried

Item 7.5. Biosecurity Information System

Recommendation: That provision be made in the 2016/2017 budget for the implementation of a new Biosecurity Information System (BIS) to comply with the NSW Biosecurity Act 2015.

6/16/8 Resolved:

That provision be made in the 2016/2017 budget for the implementation of a new Biosecurity Information System (BIS) to comply with the NSW Biosecurity Act 2015.

Moved: Clr Batten

Seconded: Clr Coe

Carried

Item 7.6. Hudson Pear Taskforce Update

Recommendation: That the minutes of the meeting of the Hudson Pear Taskforce held on 9 June, 2016 be received and noted and the General Manager's report endorsed.

6/16/9 Resolved:

That the minutes of the meeting of the Hudson Pear Taskforce held on 9 June, 2016 be received and noted and the General Manager's report endorsed.

Moved: Clr Webb

Seconded: Clr Woodcock

Carried

Item 7.7. Local Government Reform Process – Impact on CMCC

Recommendation: That Council receive and note the General Manager's report and determine whether or not to lodge a submission on the joint organisation concept by 15 July, 2016 and what issues should be addressed in such a submission.

6/16/10 Resolved:

1. That Council receive and note the General Manager's report.
2. That Council note the intentions not to prepare a submission on the joint organisation concept unless the situation varies by some means.

Moved: Clr Batten

Seconded: Clr Webb

Carried

Item 7.8. Matters for Brief Mention or Generally for Information Only

Recommendation: That the above issues for brief mention or information only as detailed in the General Manager's report to the June, 2016 meeting be received and noted and Council determine any other action required.

6/16/11 Resolved:

That the above issues for brief mention or information only as detailed in the General Manager's report to the April 2016 meeting be received and noted and Council determine any other action required.

Moved: Clr Shinton

Seconded: Clr Peart

Carried

8. ACTING SENIOR WEEDS OFFICER'S REPORT

Item 8.1 Acting Senior Weeds Officer's Report

Recommendation: That Council receive and note the Acting Senior Weeds Officer's Report.

6/16/12 Resolved:

That Council receive and note the Acting Senior Weeds Officer's report for April / May 2016.

Moved: Clr Webb
Seconded: Clr Woodcock

Carried

Item 8.2 Noxious Plant Reports

Recommendation: That Council receive and note the Noxious Plant reports for Coonamble, Gilgandra, Walgett, Warren and Warrumbungles.

6/16/13 Resolved:

That Council receive and confirm Noxious Plant reports for Coonamble, Gilgandra, Walgett, Warren and Warrumbungles.

Moved: Clr Woodcock
Seconded: Clr Peart

Carried

CONFIDENTIAL SESSION

1. Motion to move in to Confidential Session

6/16/14 Resolved:

That at 11.50am Council move into Confidential session and that the public be excluded from the meeting pursuant to Section 10A (2) (a) and (c) of the Local Government Act 1993 on the basis that the matters being considered are in relation to staff and/or commercial in confidence.

Moved: Clr Batten
Seconded: Clr Webb

Carried

2. Property Inspections Report

Recommendation: That the Property Inspections Report be received and noted as a whole

6/16/15 Resolved:

That Council receive and note all confidential Property Inspections report matters as a whole.

Moved: Clr Batten

Seconded: Clr Webb

Carried

3. Motion to move out of Confidential Session

6/16/16 Resolved:

That at 11.55am Council move out of Confidential Session.

Moved: Clr Peart

Seconded: Clr Webb

Carried

Adoption of Closed Section Reports

6/16/17 Resolved:

That Council adopt the recommendations of the Closed Committee Reports.
- Property Inspections Report

Moved: Clr Peart

Seconded: Clr Webb

Carried

General Business

1. Clr Batten addressed the concerns of a member of the public with regards to the infestations of Blue Heliotrope and Tiger Pear within the Gilgandra Shire. Clr Batten also advised the requirement of a meeting to be setup between member of public, CMCC employees and respective Councillors of Gilgandra Shire.
2. Clr Coe suggested that Council prepare an advertising program across the five Shires further to the "Now is the time to spray your Boxthorn" public notice to householders that was published in local newspapers to target the eradication of other weed infestations and encourage the community to become heavily involved.

NEXT MEETING

The next meeting is scheduled for Monday 22 August, 2016 at Coonamble.

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**THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT
12.10PM**

**To be confirmed as a true and accurate record at the Council Meeting to be held on
Monday 22nd August 2016**

CHAIRMAN

GENERAL MANAGER

General Manager's Report

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ITEM 7:1 RECONCILIATION CERTIFICATE 30 JUNE 2016

Reconciled Ledger Accounts for 30 June 2016 are as follows:

Balance of Ledger – 1-1110

Balance 31/05/16	412,920.39
Plus Receipts	667.56
Less Payment	185,328.37
	<u>\$228,259.58</u>

Balance of Bank Accounts

Balance 30/06/2016 #273228001484	\$228,259.58
Less: Outstanding Cheques	
Chq# 6522 Telstra	29/06/16 \$250.01
Chq# 6523 LG Super	30/06/16 \$1,638.00
Chq# 6524 MLC Masterkey Super	30/06/16 \$515.85
	<u>\$225,855.72</u>

Debtors Balance 1-1310	30/06/16	\$45,908.00
ELE Reserve Balance 1-1210	30/06/16	\$103,000.00
Plant Reserve 1-1220	30/06/16	\$9,000.00

Debtors:

Local Land Services	Invoice #812825	18/12/15	\$27,500.00
	Invoice #812826	18/12/15	\$16,500.00
Daniel Crocker	Invoice #8961	18/05/16	\$390.00
Marks Partnership	Invoice #8962	15/06/16	\$1,518.00

Recommendation:

The Statement of Bank Balances as 30 June, 2016 be received & adopted.

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ITEM 7.1: RECONCILIATION CERTIFICATE 31 JULY 2016

Reconciled Ledger Accounts for 31 July 2016 are as follows:

Balance of Ledger – 1-1110

Balance 30/06/16	228,259.58
Plus Receipts	3,345.61
Less Payment	128,259.64
	<u>\$103,345.55</u>

Balance of Bank Accounts

Balance 31/07/2016 #273228001484	\$103,345.55
Less: Outstanding Cheques	
Chq# 6530 Origin Energy Electricity	22/07/16 \$159.74
Chq# 6531 LG Super	28/07/16 \$1,652.00
Chq# 6533 MLC Masterkey Super	28/07/16 \$348.71
	<u>\$101,185.10</u>

Debtors Balance 1-1310	31/07/16	\$601,641.70
ELE Reserve Balance 1-1210	31/07/16	\$103,000.00
Plant Reserve 1-1220	31/07/16	\$9,000.00

Debtors:

Local Land Services	Invoice #812825	18/12/15	\$27,500.00
	Invoice #812826	18/12/15	\$16,500.00
Coonamble Shire Council	Invoice #8969	26/07/16	\$440.00
Walgett Shire Council	Invoice #8964	28/07/16	\$111,440.34
Gilgandra Shire Council	Invoice #8965	28/07/16	\$111,440.34
Coonamble Shire Council	Invoice #8966	28/07/16	\$111,440.34
Warrumbungle Shire Council	Invoice #8967	28/07/16	\$111,440.34
Warren Shire Council	Invoice #8968	28/07/16	\$111,440.34

Recommendation:

The Statement of Bank Balances as 31 July, 2016 be received & adopted.

ITEM 7.2: QUARTERLY BUDGET REVIEW STATEMENT PERIOD ENDED 31 JULY, 2016

REPORTING SECTION: Castlereagh Macquarie County Council
AUTHOR: Don Ramsland – General Manager
FILE NUMBER: 09/47-03

Summary:

An analysis of Council’s actual income and expenditure to 31 July, 2016 has now been completed and a revised budget result forecast for the year ending 30 June, 2017 has been prepared showing the anticipated result on present trends.

These results are summarised as follows:

	Budgeted Surplus/(Loss) \$	Revised Budget Surplus/(Loss) \$	Forecast Budget Surplus / (Loss)\$
Operating budget result	89,718	(2,720)	86,998
Capital Budget result	(95,330)	10,000	(85,330)

Background:

Financial information made available to Councillors should adequately disclose Council’s overall financial position and provide sufficient information to enable informed decision making and ensure that council remains on track to meet the objectives, targets and outcomes set out in its Operational Plan, adopted Budget and Delivery Program.

Mindful of this, the DLG has developed a set of minimum requirements that assists each council in meeting its charter with regard to its finances and related responsibilities in respect of its operational plan, adopted budget and delivery program.

The requirements include showing how Council is tracking against its original and revised annual budgets at the end of each quarter and provide explanations for major variances that result in recommendations for budget changes.

They also enable the Responsible Accounting Officer to indicate if Council will be in a satisfactory financial position at the end of the financial year, given the changes to the original budgeted position.

Collectively, these documents are known as a Quarterly Budget Review Statement (QBRs) and are reported to Council in accordance with the relevant legislation at the end of each quarter. The Local Government (General) Regulation 2005 - Regulation 203 made under the Local Government Act 1993 requires this report to be submitted to Council no later than 2 months after the end of the quarter.

With regards the CMCC which meets only every second month, the Budget Review Statements are prepared up to and including the last day of the month preceding the meeting.

Underpinning the IP&R documentation mentioned above is the 10 Year Long Term Financial Plan which forecasts the likely outcome over an extended period provided that there are no

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significant departures from the operational plan/delivery that will impact to vary estimated income and expenditure for the longer term.

Current Position:

The attached Quarterly Budget Review Statement (QBR) has been prepared in this new format for some time now. A budget functional item summary, as well as a second document which breaks down the actual budget line item income and expenditure for the year, details any variations from the original budget in respect of those various line items is also attached. As the Budget is only a month old, there are very few variations to mention.

These variations reveal a net operating budget deficit for the quarter of \$1,688 after provision has been made for depreciation of \$22,000.

This result is in line with the expectations voiced at the time of adopting the 2016/17 budget and operational plan at the June, 2016 meeting.

This QBR sets out the recommended changes to the revised budget of \$7,280 net. This are listed on a separate page along with reference to our key performance ratios and required declarations in respect of contractual arrangements, consultancies and legal expenses. Our exact key performance will be detailed with our financial statements for 2015/16 which are currently with our Auditors.

However, after allowing for capital income/expenditure Council will operate at an estimated overall surplus in 2016/17 of \$1,688 after allowing for depreciation.

As previously requested, details of Council's fuel consumption and stores issued will be tabled at the meeting.

Relevant Reference Documents/Policies:

The Local Government (General) Regulation 2005

Local Government Act 1993, as amended

DLG Circular 10/32 – Quarterly Budget Review Statement

Governance Issues:

The recent announcement of the State Government's "Fit for the Future" initiative provides Council with a degree of certainty in which to plan for the immediate and short term future.

Stakeholders:

Castlereagh Macquarie County Council Constituent Councils – Shires of Warrumbungle, Coonamble, Gilgandra, Walgett and Warren.

Financial Implications:

It is proposed to discuss the matter what level of grant funds which may become available in 2016/17 in the confidential section of the meeting as anticipated cuts could impact unfavourably on Council's bottom line.

Legal Issues:

In the event of the County Council being wound-up, constituent councils would share in any surplus funds realised or be required to make good and shortfall.

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Alternative Solutions/Options:

As previously advised, Council's financial position, both in immediate future and going forward needs to be monitored closely.

Conclusion:

Council's current actions are aimed at rectifying the financial downturn that was compounded by significant operating losses over the last decade. To date, the measures seem to be working quite satisfactorily but the situation needs to be regularly monitored to identify whether any further corrective action is required.

Quarterly Budget Review Statement – 31 July, 2016

Recommendation:

That the Quarterly Budget Review Statement the period ended 31 July, 2015 be received and noted, the recommended variations to the revised budget as detailed in the attached statement be adopted.

Moved:

Seconded:

Attachments:

Attachment A - QBRS – Signed Statement by Responsible Accounting Officer

Attachment B - Quarterly Budget Review Statement

Attachment C- Quarterly Budget Review Statement– Operating Budget Summary

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Attachment A - QBRS – Signed Statement by Responsible Accounting Officer

**CASTLEREAGH MACQUARIE COUNTY COUNCIL
Quarterly Budget Review Statement – 31 July, 2016.**

Statement by Responsible Accounting Officer

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005.

It is my opinion that the Quarterly Budget Review Statement for the Castlereagh Macquarie County Council for the period ended 31 July, 2016 indicates that Council's projected financial position as at 30 June, 2017 will be satisfactory at year end having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

This statement is made on the proviso that any resolution passed at Council's meeting on 22 August, 2016 in respect budget amendments and associated issues to offset any loss in grant income are implemented within the timelines determined or as duly amended.

Signed:



Date: 13 August, 2016

Don Ramsland - Responsible Accounting Officer – Castlereagh Macquarie County Council

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Attachment B - Quarterly Budget Review Statement

**CASTLEREAGH MACQUARIE COUNTY COUNCIL
 Quarterly Budget Review Statement – 31 July, 2016.**

Recommended Changes to Revised Budget

A. Revenue Income	\$	\$
1. Additional Private Works Income		700
Total – Revenue Income Adjustments		\$700
B. Revenue Expenditure		
1. Additional Insurance Premiums	3,298	
2. Additional Costs – Private Works Expenditure (offset)	122	
Total –Revenue Expense Adjustments		\$3,420
 Net Decrease in Operating Surplus		 \$2,720
C. Capital Income Adjustments -		
Transfer from Plant Reserve	10,000	
D. Capital Expenditure Adjustments	Nil	
Total – Capital Adjustments		\$10,000
 Net Increase in Surplus		 \$7,280

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Quarterly Budget Review Statement – 31, July, 2016.

Budget Review - Key Performance Indicators Statement

1. **Unrestricted Current Ratio – 1.54:1** (1 July, 2015)
2. **Debt Service Ratio – 0.07:1** (1 July, 2015)
3. **Building and Infrastructure Renewal Ratio** - as a 1 July, 2015 this ratio was 0.00% as Council had made no provision for assets renewals

Budget Review - Contracts and Other Expenses

Part A – Contracts Listing - Council has not entered into any contracts.

Part B – Consultancy and Legal Expenses

<u>Expense</u>	<u>Expenditure YTD</u>	<u>Budgeted</u>
	\$	Y/N
Consultancies	Nil	No
Legal Fees	Nil	No

Attachment C- Quarterly Budget Review Statement– Operating Budget Summary

CASTLEREAGH MACQUARIE COUNTY COUNCIL													
Quarterly Budget Review Statement - 31 July, 2016													
Operating Budget Summary													
	Original Budget	Adopted Changes Todate						Revised Budget	YTD to 31/07/16	Remainder of Year	Projected for Year	Further Variations	Percentage Todate
		cwd/fwd	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Final						
<u>OPERATING REVENUE</u>													
Total - Administration	819,846	0	0	0	0	0	0	819,846	507,655	312,191	819,846	0	62
Total - Destruction of Weeds	0	0	0	0	0	0	0	0	0	0	0	0	0
Total - Private Works	10,000	0	0	0	0	0	0	10,000	700	10,000	10,700	700	7
Total - Other Income	156,000	0	0	0	0	0	0	156,000	4,497	151,503	156,000	0	3
Total Operating Revenue	985,846	0	0	0	0	0	0	985,846	512,852	473,694	986,546	700	52
<u>OPERATING EXPENSES</u>													
sub total - administration	124,702	0	0	0	0	0	0	124,702	2,859	121,843	124,702	0	2
sub total - insurance	51,760	0						51,760	53,754	1,304	55,058	3,298	98
sub total - governance	48,521	0						48,521	114	48,407	48,521	0	0
sub total - employee expenses	131,033	0						131,033	6,375	124,658	131,033	0	5
Total - Administration Expenses	356,016	0						356,016	63,102	296,212	359,314	3,298	18
Total - Destruction of Weeds	377,206	0						377,206	24,801	352,405	377,206	0	7
Total - Private Works	2,500	0						2,500	122	2,500	2,622	122	5
Total - Other Expenses	160,406	0						160,406	6,020	154,386	160,406	0	10
Total - Operating Expenses	896,128	0						896,128	94,045	805,503	899,548	3,420	10
NET OPERATING SURPLUS (DEFICIT)	89,718	0						89,718	418,807	(331,809)	86,998	(2,720)	481

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Quarterly Budget Review Statement - 31 July, 2016													
Capital Budget Summary													
	Original Budget	cfd/fwd	Adopted Changes Todate				final	Revised Budget	YTD to 31/07/16	Remainder of Year	Projected for Year	Further Variations	Percentage Todate
			1st Qtr	2nd Qtr	3rd Qtr	4th Qtr							
<u>CAPITAL INCOME</u>													
Total - Capital Income	15000						15,000	0	25,000	25,000	10,000	0	
<u>CAPITAL EXPENDITURE</u>													
Total - Capital Expenditure	110,330						110,330	0	110,330	110,330	0	0	
NET CAPITAL SURPLUS (DEFICITS)	(95,330)						-95330	0	-85330	(85,330)	10,000	0	
<u>ESTIMATED TOTAL BUDGET RESULT - 31 July, 2016</u>													
Surplus/(Deficit) after Dep'n	(5,612)						(5,612)	418,807	(417,139)	1,668	7,280	0	
Add Dep'n Included in above	22,000						22,000	0	22,000	22,000	0	0	
Surplus(Deficit) before Dep'n	16,388						16,388	418,807	(395,139)	23,668	7,280	0	

CASTLEREAGH MACQUARIE COUNTY COUNCIL

Draft Quarterly Budget Review Statement - 31 July, 2016.

Operating Budget

	Original Budget	Adopted Changes Todate						Revised Budget	YTD to 31/07/16	Remainder of Year	Projected for Year	Further Variations	Percentage todate
		c/fwd	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Final						
<u>OPERATING REVENUE</u>													
Administration													
DPI - MVWAC Grant	287,248							287,248		287,248	287,248	0	0
Weed Certificates	7,290							7,290	754	6,536	7,290	0	10
Constituent Council Cont	506,547							506,547	506,547	0	506,547	0	100
all councils addn cont	-							0		0	0	0	0
Interest on Investments	6,000							6,000	354	5,646	6,000	0	6
Property Insurance Rebate	3,342							3,342		3,342	3,342	0	0
Insurance Provision adjust	1,767							1,767		1,767	1,767	0	0
WHS Incentive Rebate	5,115							5,115		5,115	5,115	0	0
Workers Comp Incentive Payment	-							0		0	0	0	0
Motor vehicle Claims Exp Discount	2,537							2,537		2,537	2,537	0	0
Jury Duty	-							0		0	0	0	0
Administration Total	819,846	0						819,846	507,655	312,191	819,846	0	62
Destruction of Weeds													
Con't from Constituent Councils								0		0	0	0	0
Hudson Pear - Walgett								0		0	0	0	0
Mesquite Control - Grant								0		0	0	0	0
Parthenium Weed - Grant								0		0	0	0	0
Parkinsonia - Grant								0		0	0	0	0
Destruction of Weeds Total								0		0	0	0	0
Private Works													
Bre Shire - Private Works								0		0	0	0	0
Coonamble - Private Works								0	400		400	400	100
Coonabarabran - Private Works								0		0	0	0	0
Warren - Private Works								0	300		300	300	100
Gilgandra - Private Works								0		0	0	0	0
DLCW - 5 Ways								0		0	0	0	0
WLC (HP)								0		0	0	0	0
Walgett Shire - Hudson Pear								0		0	0	0	0
Western LLS (HP) S/R analysis								0		0	0	0	0
Western LLS (HP) Control Prgmes								0		0	0	0	0
NW LLS - Hudson Pear Taskforce	10,000							10,000		10,000	10,000	0	0
Sale of Parts etc								0		0	0	0	0
Private Works -Total	10,000	0						10,000	700	10,000	10,700	700	7
Other Income													
Plant Income	156,000							156,000	4,497	151,503	156,000	0	3
Const Council Advances								0		0	0	0	0
Profit on sale of plant								0		0	0	0	0
Other Income -Total	156,000	0					0	156,000	4,497	151,503	156,000	0	3
Total Operating Revenue	985,846	0	0	0	0	0	0	985,846	512,852	473,694	986,546	700	52

CASTLEREAGH MACQUARIE COUNTY COUNCIL

Meeting of Council

Held at Coonamble Shire Council Chambers

On 22nd August 2016

	Original Budget	Adopted Changes Todate						Revised Budget	YTD to 31/07/16	Remainder of Year	Projected for Year	Further Variations	Percentage todote
		c/fwd	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Final						
OPERATING EXPENSES													
Administration													
Salaries													
General Manager's Salary	22,032							22,032	1,652	20,380	22,032	0	7
Administrative Assistance								0		0	0	0	0
Commission on auction sale								0		0	0	0	0
Office Assistant								0		0	0	0	0
Contract Admin Support	26,523							26,523		26,523	26,523	0	0
MVWAC - Project Officer Costs	5,446							5,446		5,446	5,446	0	0
OCC - Weed Coord Cont	20,108							20,108		20,108	20,108	0	0
IPR Costs	309							309		309	309	0	0
Host - Meeting Expenses - MVWAC	2,500							2,500	1,140	1,360	2,500	0	46
Travelling	2,000							2,000		2,000	2,000	0	0
Audit Fees	7,426							7,426		7,426	7,426	0	0
Advertising	2,652							2,652		2,652	2,652	0	0
Printing & Stationary	2,500							2,500		2,500	2,500	0	0
Postage & Freight	1,061							1,061		1,061	1,061	0	0
Storage Rental	1,000							1,000		1,000	1,000	0	0
Telephone	7,957							7,957	66	7,891	7,957	0	1
Bank Charges	583							583	1	582	583	0	0
Legal Expenses	515							515		515	515	0	0
Sundry Expenses								0		0	0	0	0
computer maintenance	15,412							15,412		15,412	15,412	0	0
security services								0		0	0	0	0
office cleaning								0		0	0	0	0
sundry admin expenses	2,500							2,500		2,500	2,500	0	0
web site costs	1,500							1,500		1,500	1,500	0	0
Subscription - Shires Assoc	2,678							2,678		2,678	2,678	0	0
sub total - administration	124,702		-	0	0	0	0	124,702	2,859	121,843	124,702	0	2
Administration - Insurances													
Fidelity Gaurantee	1,435							1,435	1,533		1,533	98	100
Public Liability & Prof Indem	24,460							24,460	26,593		26,593	2,133	100
PL & PI - Excess								0		0	0	0	0
Property Insurance	5,541							5,541	5,010		5,010	(531)	100
State Cover Capital Levy	1,304							1,304		1,304	1,304	0	0
Motor Vehicle Liability	7,439							7,439	8,066		8,066	627	100
Personal/Members' Accident	1,946							1,946	2,078		2,078	132	100
Councillors' and Officers' Liability	9,635							9,635	10,474		10,474	839	100
sub total - insurance	51,760		0	-	0	-	0	51,760	53,754	1,304	55,058	3,298	98
Elected Members Activities													
Chairperson's Allowance	8,144							8,144		8,144	8,144	0	0
Councillors' Meeting Fees	27,486							27,486		27,486	27,486	0	0
Councillors' Travelling	4,635							4,635		4,635	4,635	0	0
Councillors' Subsistence	6,076							6,076		6,076	6,076	0	0
Delegates' Expenses	2,180							2,180	114	2,066	2,180	0	5
CMCC Meeting Expenses								0		0	0	0	0
sub total - governance	48,521							48,521	114	48,407	48,521	0	0

	Original Budget	Adopted Changes Todate						Revised Budget	YTD to 31/07/16	Remainder of Year	Projected for Year	Further Variations	Percentage todate
		c/fwd	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Final						
Employee Overhead Expenses													
redundancy - termination pay													
redundancy - annual leave													
redundancy - long service leave													
Provision for ELE													
Annual Leave	26,274						26,274	123	26,151	26,274	0	0	
Long Service Leave	11,542						11,542		11,542	11,542	0	0	
Sick Leave	9,696						9,696	971	8,725	9,696	0	10	
Compassionate Leave							0		0	0	0	0	
Union Picnic Day							0		0	0	0	0	
Public Holidays NEI	12,928						12,928		12,928	12,928	0	0	
Jury Duty							0		0	0	0	0	
Superannuation	44,408						44,408	3,225	41,183	44,408	0	7	
Pre -Tax Contributions							0		0	0	0	0	
Post Tax Contributions							0		0	0	0	0	
Workers Compensation	16,500						16,500	1,984	14,516	16,500	0	12	
Staff Misc							0		0	0	0	0	
Protective Clothing	600						600		600	600	0	0	
Allowances Disability/Climatic	3,085						3,085	72	3,013	3,085	0	2	
Staff Training	6,000						6,000		6,000	6,000	0	0	
sub total - employee expenses	131,033						131,033	6,375	124,658	131,033	0	5	
Total - Administration Expenses	356,016						356,016	63,102	296,212	359,314	3,298	18	
Destruction of Weeds													
Supervision of Weeds Officers	7,196						7,196		7,196	7,196	0	0	
Property Inspections	78,000						78,000	1,315	76,685	78,000	0	2	
Other Costs - Council Roads	78,000						78,000	6,687	71,313	78,000	0	9	
WAP1520 Grant Expenses	200,000						200,000	16,571	183,429	200,000	0	8	
HP TaskForce Administration	6,300						6,300		6,300	6,300	0	0	
Contribs from Constituent Councils							0		0	0	0	0	
Hudson Pear Walgett Shire							0		0	0	0	0	
Mesquite Contol Program							0		0	0	0	0	
Parthenium Weed Control							0		0	0	0	0	
Parkinsonia Weed Control							0		0	0	0	0	
Promotions & Field Days	7,710						7,710	228	7,482	7,710	0	3	
Pasture Trials							0		0	0	0	0	
Destruction of Weeds Total	377,206						377,206	24,801	352,405	377,206	0	7	
Private Works													
Bre Shire - Private Works							0		0	0	0	0	
Walgett Shire - Private Works							0		0	0	0	0	
Warren Shire - Private Works							0	122	0	122	122	0	
Sundry Private Works							0		0	0	0	0	
WLC (HP) - 5 Ways							0		0	0	0	0	
Western CMA (HP)							0		0	0	0	0	
Western LLS (HP) S/R Analysis							0		0	0	0	0	
Western LLS (HP) Control Pgmes							0		0	0	0	0	
Walgett Shire - HP							0		0	0	0	0	
DLWC - 5 Ways	1,000						1,000		1,000	1,000	0	0	
Cost for the Sale of Parts etc	1,500						1,500		1,500	1,500	0	0	
Private Works -Total	2,500						2,500	122	2,500	2,622	122	5	
Other Expenses													
Depot Expenses	7,875						7,875	2,670	5,205	7,875	0	34	
Plant Expenses	80,531						80,531	3,350	77,181	80,531	0	4	
Depreciation	22,000						22,000		22,000	22,000	0	0	
Refund - Const Cnl Advances	50,000						50,000		50,000	50,000	0	0	
Other Expenses -Total	160,406						160,406	6,020	154,386	160,406	0	4	
Total - Operating Expenses	896,128						896,128	94,045	805,503	899,548	3,420	10	
NET OPERATING SURPLUS (DEFICIT)	89,718						89,718	418,807	(331,809)	86,998	(2,720)	481	

Quarterly Budget Review Statement - 31 July, 2016													
Capital Budget													
	Original Budget	Adopted Changes Todate					Revised Budget	YTD to 31/07/16	Remainder of Year	Projected for Year	Further Variations	Percentage todate	
		c/fwd	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Final						
Capital Income													
Profit on Sale of Plant	15,000						15,000		15,000	0	0		
Sale of Depot Facilities (Coonamble, Coon'bran)							0		0	0	0		
Sale of Surplus Equipment							0		0	0	0		
Transfer from Plant Reserve							0		10,000	10,000	0		
Transfer from ELE							0		0	0	0		
Capital Income - Total	15,000						15,000		25,000	25,000	10,000		
Capital Expenditure													
Office Equipment	33,000						33,000		33,000	0	0		
Depot Facility - Coonamble	5,000						5,000		5,000	0	0		
New Vehicles - Nett	53,000						53,000		53,000	0	0		
Small Plant, Tools, Radios	2,000						2,000		2,000	0	0		
Transfer to ELE Reserve	5,000						5,000		5,000	0	0		
Transfer to Plant Reserve	12,330						12,330		12,330	0	0		
Capital Expenditure - Total	110,330						110,330		110,330	0	0		
Net Capital Surplus/(Deficit)	(95,330)						(95,330)	-	- 85,330	- 85,330	10,000		
Quarterly Budget Review as at 31 July, 2016 - Est. Summary for Year													
Total Income	1,000,846						1,000,846	512,852	498,694	1,011,546	10,700	51	1,011,546
Total Expenditure	1,006,458						1,006,458	94,045	915,833	1,009,878	3,420	9	1,009,878
Net Total Surplus/(Deficit)	(5,612)						- 5,612	418,807	(417,139)	1,668	7,280		1,668
													1,668
RESERVES - as at 31 July, 2016 - estimated balance as at 30 June, 2017													
Retained Earning							-		0	0	0	0	
ELE Reserve							-		0	0	0	0	
Plant Reserve							-		0	0	0	0	

CASTLEREAGH MACQUARIE COUNTY COUNCIL

Statement of Cash Flows as at 31 July, 2016

	Actual 2014	Actual 2015	Est. 2016	Est. 2017
Cash Flows from Operating Activities				
<u>Receipts</u>				
User Fees and Charges	10	15	70	7
Investment and Interest Revenue	5	6	7	7
Grants and Contributions	1013	940	817	731
Bonds, Deposits and Retention amounts	-	-		
Other	201	132	152	162
<u>Payments</u>				
Employee Benefits and Oncosts	-1037	-900	-727	-680
Materials and Contracts	-89	-78	-15	-16
Other	-221	-198	-122	-123
Net Cash provided/used in Operating Activities	-118	-83	182	88
Cash Flows from Investing Activities				
<u>Receipts</u>				
Sale of Infrastructure, Property, Plant and Equipment	2	414	20	15
<u>Payments</u>				
Purchase of Infrastructure, Property, Plant and Equipm	-	9	-74	-60
Investments	-	-	-112	-17
Net Cash provided/used in Investing Activities	2	423	-166	-62
Cash Flows from Financing Activities				
<u>Receipts</u>				
Proceeds from Borrowings and Advances	250	-	-	-
Transfer from Plant Reserve				10
<u>Payments</u>				
Repayment of Borrowings and Advances	-	-100	-100	-50
Net Cash Flow provided/used in Financing Activities	250	-100	-100	-40
Net Increase/(Decrease) in Cash and Cash Equivalents	134	240	-84	-14
add Cash and Cash Equivalents - beginning of year	17	151	391	343
Cash and Cash Equivalents - end of year	151	391	226	329
Investments on hand - end of year	-	-	117	119
Total Cash, Cash Equivalents and Investments	151	391	343	448

CASTLEREAGH MACQUARIE COUNTY COUNCIL
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ITEM 7.3: ANNUAL FINANCIAL STATEMENTS 2015/2016

This report's preparation has been delayed and will be tabled at the meeting.

ITEM 7.4 REVIEW OF COUNCIL'S INSURANCES 2016/2017

REPORTING SECTION: Castlereagh Macquarie County Council
AUTHOR: Don Ramsland – General Manager
FILE NUMBER: 09/47-03

Summary:

To endorse the action taken in reviewing and renewing Council insurances for the year ending 30 June, 2017.

Background:

In accordance with standard procedure, Council's various insurances were reviewed as at 30 June, 2016 and appropriate action taken to renew the existing policies and take out two new policies to ensure Council's interests were properly covered.

Current Position:

Council's Insurance Brokers, JLT Pty Ltd, have placed the following cover for the twelve months commencing 1 July, 2016.

Date	Ref No.	Class	Inception	Amount Due
01/07/2016	099- 140134	<i>Public Liability – Professional Indemnity</i>	30/6/2016	\$26,593.02
01/07/2016	099- 140223	<i>Councillors and Officers Liability</i>	30/6/2016	\$10,474.08
01/07/2016	099- 140228	<i>Crime</i>	30/6/2016	\$1,532.60
01/07/2016	099- 140336	<i>Motor Vehicle – Renewal</i>	30/6/2016	\$8,065.86
01/07/2016	099- 140149	<i>Property - Renewal</i>	30/6/2016	\$5,010.50
01/07/2016	025-603149	<i>Personal Accident</i>	30/6/2016	\$2,077.90
Total				\$53,753.96

By using insurance brokers, Council is able to effect the most appropriate cover at the most economical rates.

Relevant Reference Documents:

Relevant insurance policies

Business Activity Strategic Plan Link:

Council's 2016/2020 Delivery Plan and Business Activity Strategy

Delivery Plan Link:

Council's 2016/2020 Delivery Plan and Business Activity Strategy

Operational Plan/Budget Link:

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2016/2017 Operational Plan and Budget provisions

Stakeholders:

Castlereagh Macquarie County Council
Constituent Councils

Governance Issues:

None identified

Environmental Issues:

None identified

Financial Implications:

The premiums for 2016/17 totalling \$53,753.96 have increased by \$1,741.54 when compared with the 2015/16 premiums paid of \$52,012.42

Legal Issues:

None identified

Alternatives/Options:

Operate without appropriate insurance coverage

Conclusion:

That the action taken to review and renew Council's insurance policies be endorsed and appropriate adjustments made to Council's budget where required

Review of Council's Insurances 2016/2017

Recommendation:

That the action taken to renew Council's insurance policies for 2016/17 be endorsed and appropriate adjustment made to Council's budget where required.

Seconded:

Moved:

ITEM 7.5 CMCC WORK HEALTH & SAFETY (WH&S) FOR 2016/17

REPORTING SECTION: Castlereagh Macquarie County Council
AUTHOR: Don Ramsland – General Manager
FILE NUMBER: 09/47-03

Summary:

To endorse the action taken to participate in the Annual StateCover self-audit programme

Background:

StateCover provides an annual WHS self-audit to assist clients in assessing the structure and implementation of their WHS management system. The analysis of these results is presented in a report that includes:

- The areas of strength and weakness of your WHS management system and hazard management practices
- A comparison of your WHS performance against other Councils
- A comparison of your results against previous years
- Suggestions on ways to improve WHS areas that are scored below average
- A customised action plan template highlighting key areas for improvement

These results enable Council to proactively address issues that can cause injuries, increase Council's operational costs and potentially expose individuals and Council to prosecution under WHS legislation.

Current Position:

Reducing the number of injuries in a Council can significantly decrease the Council's workers compensation premiums. It also provides indirect cost saving by eliminating the need for claims management and return to work activities, whilst increasing productivity and improving employee morale. In addition, Councils that successfully complete the self-audit and subsequent audit verification are eligible for a StateCover rebate equal to 0.3% of payroll costs, up to a maximum of \$60,000.

Relevant Reference Documents:

2015 StateCover WHS Self-Audit Programme

Business Activity Strategic Plan Link:

Council's 2016/2020 Delivery Plan and Business Activity Strategy

Delivery Plan Link:

Council's 2016/2020 Delivery Plan and Business Activity Strategy

Operational Plan/Budget Link:

2016/2017 Operational Plan and Budget provisions

Stakeholders:

Castlereagh Macquarie County Council

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Constituent Councils

Governance Issues:

The self-audit process provides an opportunity to also review various operational policies and procedures

Environmental Issues:

Consideration of environmental issues that affect employees can be reviewed as part of the process.

Financial Implications:

The financial rewards from improved WHS performance could run into many thousands of dollars by way of rebate

Legal Issues:

Councils are constantly exposed to legal action and fines through WHS breaches and this programme actively works to minimise such exposure through an education process.

Alternatives/Options:

Do nothing

Conclusion:

This report is prepared primarily for Council's information and comment

Work Health & Safety (WH&S) for 2016/2017

Recommendation:

That the General Manager's report in respect of the StateCover self-audit process be received and noted.

Seconded:

Moved:

ITEM 7.6 THE 2015 NSW BIOSECURITY ACT – SUPPLEMENTARY INFORMATION PAPER

REPORTING SECTION: Castlereagh Macquarie County Council
AUTHOR: Don Ramsland – General Manager
FILE NUMBER: 09/47-03

Summary:

The Biosecurity Act 2015 will repeal the Noxious Weeds Act 1993 when it commences in 2017.

The department of Primary Industries have released a Weeds Supplementary Information Paper. (refer to attachment document). The document provides further details on how weeds will be managed in NSW after submissions from various stakeholder groups and Regional Weed Committees. As part of the consultation process 28 discussion papers were released for public consultation on a range of biosecurity risks, one of which was the ‘Weeds Discussion Paper’. Council made a submission in February 2016 before the consultation period ended on 12 February 2016. The weeds discussion paper received a total 59 submissions predominantly from the Government sector.

Background:

The following are a list of key issues raised by stakeholders in their submissions:

- Some concern as to whether the proposed approach adequately addresses existing weeds
- Clarification of the role of Regional Weeds Committees and associated strategies and plans
- Requests for additional detail on risk assessment mechanisms and prioritisation of weeds
- Queries around cost recovery mechanisms
- Questions on how the proposed approach will impact landowners and occupiers
- Clarification around how differing priorities at regional boundaries will be managed
- A call for additional funding for weed management
- Some concern as to the impact of weeds on cultural heritage
- Queries around whether there is overlap in legislation (such as *Protection of the Environment Operations Act*)
- Clarification regarding the inclusion of aquatic and terrestrial weeds
- Clarification on who will be accountable for weed management.

There was broad support for the proposed tenure neutral approach to weed management.

Current Position:

Based on feedback received in relation to the Weeds paper and discussions with the newly formed Regional Weeds Committees, the Department of Primary Industry have prepared a “Supplementary Information Paper -Weeds”. It provides additional detail about how the risk of a weed has been assessed and how that weed or group of weeds will be managed under the *Biosecurity Act 2015*. The new philosophy on weed management is that “biosecurity is a shared responsibility”.

The Biosecurity Act includes several new tools that can be used to manage weeds and are broadly categorised as the following:

1. Preventing new weeds from entering NSW
2. Having Control Orders to eradicate serious weeds already present in NSW
3. Effectively managing weeds on a regional basis
4. Ensuring there is a general biosecurity duty for all people to prevent, minimise or eliminate the risk of further weed spread through the development of Regional Strategic Weed Management Plans.
5. Mandatory regulations, emergency orders, biosecurity directions or undertakings will be other biosecurity tools used when needed.

Relevant Reference Documents/Policies:

Supplementary Information Paper - Weeds

Overview - Biosecurity Act 2015

Key Questions and Answers - Biosecurity Act 2015

Key Terms and Definitions - Biosecurity Act 2015

Governance Issues:

The aim of this report is to acquaint Councillors with the development of the Biosecurity Act 2015.

Environmental Issues:

There are no identified environmental issues in relation to this matter.

Stakeholders:

Warren Shire Council, Gilgandra Shire Council, Walgett Shire Council, Coonamble Shire Council, Warrumbungle Shire Council, staff and local residents/landholders.

Financial Implications:

There are no identified financial implications in relation to this matter.

Alternative Solutions/Options:

Even though the formal consultation process closed on 12 February 2016, Council can still provide further comment on the web based discussion at www.dpi.nsw.gov.au/biosecurityact by writing or emailing or provide comments at the stakeholder meetings organised by DPI that will be held throughout the year.

Conclusion:

This report is to inform Council of the Supplementary Information Paper released in April 2016 in relation to the 2015 NSW Biosecurity Act following the submissions received by Government, Industry and Community.

The 2015 NSW Biosecurity Act – Supplementary Information Paper

Recommendation:

That the Supplementary Information Paper released by Department of Primary Industries in April 2016 be received and noted.

Moved:

Seconded:

Attachment:

Supplementary Information Paper - Weeds – *Refer to Attachment Document*

ITEM 7.7 REVIEW - ORGANISATIONAL ACTION PLAN – AUGUST 2016

REPORTING SECTION: Castlereagh Macquarie County Council
AUTHOR: Don Ramsland – General Manager
FILE NUMBER: 09/47-03

Summary:

To review the Organisational Action Plan.

Background:

In March, 2014 Council adopted a twelve point plan as part of the proposed organisational restructure of the County Council.

With the close of the 2015/16 financial year all but two of those measures have been completed, the outstanding issues being the finalisation of the appointment of the Senior Weeds Officer and the repayment of the last \$10,000 instalments in respect of the advances made by our constituent Councils to fund the restructure.

Current Position:

As part of the Integrated Planning and Reporting legislation Council should be looking at the outcomes achieved from its Business Activity Statement and supporting legislation.

Of paramount importance is the need to be proactive in the local government reform process and, in particular preparing a submission in respect of the joint organisation concept.

It is also a requirement that all the elements of the IP&R supporting legislation be reviewed within twelve months of the September quadrennial elections and ensure they address the requirements of the Bio-Security Act 2015.

During August, 2016 Council will be putting a new digital information system in place to meet the requirements of the new Bio-Security Information System (BIS) and be able to provide data for the new state wide data base.

At its meeting on 27 June, 2016 Council adopted a 30 point Organisational Action Plan for 2016/17 it is planned to update and implement progressively throughout the year and to also review at each meeting.

This report to the August, 2016 meeting is the first of these reviews and progress in respect of the following elements is now identified after allowing for the inclusion of three additional items:

- Be proactive in the local government reform process by preparing a submission in respect of the joint organisation concept – submission completed.
- Finalise annual statements of account for 2015/16 – completed and awaiting audit
- Review and update its WH&S policies and procedures – completed and report to August, 2016 meeting
- Review and negotiate Council's Insurances – completed and report to August, 2016 meeting

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- Update Local Control Plans – Class 4 Weeds – completed and report to August, 2016 meeting.
- Prepare 2015/16 WAP 1520 return – completed and return lodged.
- Prepare Quarterly Budget Review Statements - completed and report to August, 2016 meeting.

Any Councillors' queries can be discussed at the meeting.

Relevant Reference Documents:

Council's Operational Plan and Budget for 2016/2017, August, 2016/17 QBRS statements and Long Term Financial Plan

Business Activity Strategic Plan Link:

The issues identified during the preparation of the 2016/2017 Operational Plan and Budget are linked back to Council's 2016/2020 Delivery Plan and Business Activity Strategy

Delivery Plan Link:

The issues identified during the preparation of the 2016/2017 Operational Plan and Budget are linked back to Council's 2016/2020 Delivery Plan and Business Activity Strategy

Operational Plan/Budget Link:

The issues identified in 2016/2020 Council's Delivery Plan and Business Activity Strategy are directly linked to the 2016/2017 Operational Plan and Budget provisions

Stakeholders:

Castlereagh Macquarie County Council

Council Staff

Constituent Councils

Local residents and landholders

Governance Issues:

The aim of this report is to acquaint Councillors with the progress being made in respect of the many and varied tasks that need to be addressed over the next twelve months. As necessary, additional items may be added to the action plan.

Environmental Issues:

Not applicable

Financial Implications:

Maintaining both Council's financial viability and ongoing sustainability into the future are essential elements. The bleak financial future Council was facing two years ago has been turned around to one where a ten year financial plan indicates an increasing level of available funds and at the same time sees due provision being made for future liabilities such as ELE and Plant Replacement.

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On 22nd August 2016

Legal Issues:

Council will need to be mindful of any changes in local government legislation that may have serious impacts into the future.

Alternatives/Options:

Not to be aware of ongoing issues or plan for the future

Conclusion:

As discussed previously, it is to Council's credit that it has been prepared to take the tough decisions to address its recent financial dilemma and turn the financial situation around.

However, as well as routine operational requirements, there are other issues outside Council's control including the functioning Local Land Services, the review of noxious weed management and more recently the NSW Office of Local Government's discussion paper in respect of Joint Organisations that have now come into play. This report notes the success and progress made in relation to the new Organisational Action Plan

Review - Organisational Action Plan - August, 2016

Recommendation:

That Council receive and note the General Manager's report in respect of the progress being made in respect of the new Organisational Action Plan and endorse the action taken so far.

Moved:

Seconded:

Attachments:

Organisational Action Plan



CASTLEREAGH MACQUARIE COUNTY COUNCIL

ORGANISATIONAL ACTION PLAN

August

1. Be proactive in the local government reform process by preparing a submission in respect of the joint organisation concept.
2. Finalise annual statements of account for 2015/16
3. Review and update its WH&S policies and procedures
4. Review and negotiate Council's Insurances
5. Update Local Control Plans – Class 4 Weeds
6. Prepare 2015/16 WAP 1520 return
7. Prepare Quarterly Budget Review Statements

October

8. Report on the outcomes achieved through the Intergrated Planning and Reporting legislation Council from its Business Activity Strategy and supporting legislation.
9. All the elements of the IP&R supporting legislation be reviewed within twelve months of the September quadrennial elections and ensure they address the requirements of the Bio-Security Act 2015.
10. Review Councillors' remuneration
11. Review its salary system, work practices and costing documentation
12. Update all policies and procedures
13. Prepare Quarterly Budget Review Statements

December

14. Re-negotiate property leases with constituent councils where appropriate
15. Conduct both WH&S and Award Consultative Committee meetings
16. Provide the secretariat for the Hudson pear Task Force
17. Run a series of weeds eradication programmes based on seasonal conditions
18. Improve communication with state agencies and other stakeholders
19. Prepare Quarterly Budget Review Statements

February

20. Monitor insurance cover and ensure all risks are reasonably addressed
21. Provide regular feedback to constituent councils through the distribution of agendas and minutes

CASTLEREAGH MACQUARIE COUNTY COUNCIL
Meeting of Council
Held at Coonamble Shire Council Chambers
On 22nd August 2016

22. Maintain an up to date website and records system
23. Prepare Quarterly Budget Review Statements
24. Research grant fund opportunities

April

25. Prepare Quarterly Budget Review Statements
26. Provide regular feedback to constituent councils through the distribution of agendas and minutes
27. Prepare Draft Budget for 2017/18 and supporting documentation
28. Advertise estimates

June

29. Prepare Draft Budget for 2017/18 and supporting documentation
30. Community consultation
31. Commence annual statement preparation
32. Review ELE reserves

ITEM 7.8 UPDATED LOCAL CONTROL PLANS – CLASS 4 WEEDS

REPORTING SECTION: Castlereagh Macquarie County Council
AUTHOR: Don Ramsland – General Manager
FILE NUMBER: 09/47-03

Summary:

This report recommends that Council adopt the updated local control plans for Class 4 noxious weeds declared in the Castlereagh Macquarie County Council area. The control objective for plants to which Class 4 applies is to minimise the negative impact of those plants on the economy, community or environment of NSW.

Background:

Currently Class 4 noxious weeds include around 55 species across the region and around 30 in most local government areas within the region. These include many invasive weed species such as pampas grass, blackberry and African boxthorn.

All Class 4 weeds must have a published control plan which sets the level of control which will be required for that weed relevant to the LGA. Changes were introduced by the Noxious Weeds Amendment Act 2005, gazetted in late 2005 with amendments effective from the 1st of March 2006. The amendments allow Local Control Areas to be more flexible in their approach to managing Class 4 weeds by tailoring control measures to suit individual circumstances in relation to particular weeds.

Current Position:

The Local Control Plans have recently been updated by Council's Administrative Officer. The measures set out in the control plans will apply to both the public and CMCC and will be legally enforceable. They may also be altered by Council at any time by adopting and publishing a new plan. The plans will be made easily accessible to the public through the CMCC website.

Relevant Reference Documents/Policies:

Noxious Weeds Act 1993
Noxious Weeds Amendment Act 2005
New South Wales Government Gazette No. 23 – 28 Feb 2014

Governance Issues:

The control plans will need to be approved by Councils and made available through media such as the web and at Councils' Offices before they are enforceable. Until this time no enforcement of control of these species will be possible.

Stakeholders:

Warren Shire Council, Gilgandra Shire Council, Walgett Shire Council, Coonamble Shire Council, Warrumbungle Shire Council, staff and residents/ landholders.

Alternative Solutions/Options:

There are no alternative solutions/ options identified.

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Conclusion:

In order to comply with the requirements of the Noxious Weeds Act 1993 Council must adopt the control plans for all Class 4 weeds relevant to the area controlled by Castlereagh Macquarie County Council.

Updated Local Control Plans – Class 4 Weeds

Recommendation:

1. Council adopt the updated version of each of the local control plans as tabled in the attachment document.
2. Make the plans accessible through the CMCC website.

Moved:

Seconded:

Attachment:

Local Control Plans – *Refer to Attachment Document*

ITEM 7.9 MATTERS FOR BRIEF MENTION OR INFORMATION ONLY

REPORTING SECTION: Castlereagh Macquarie County Council
AUTHOR: Don Ramsland – General Manager
FILE NUMBER: 09/47-03

1. BIS Implementation – Update

Council purchased the WeedMap Pro Biosecurity Information System and Algiz 10X handheld devices on the date. It is predicted that the systems will be installed within 4-6 weeks before being distributed to Council. A training date will be set for all Weed Officers to attend once Council has obtained the devices. It is anticipated that Council will be in a position to report to BIS utilising the WeedMap Pro Summit that is due by the 5 September, 2016.

2. Council Decision-Making Prior To The September 2016 Local Government Elections

Clause 393B of the *Local Government (General) Regulation 2005* limits councils' ability to exercise some of their functions in the four weeks preceding the date of an ordinary local government election (the caretaker period). The caretaker period commences on Friday 12 August 2016 and ends on Saturday 10 September 2016.

Note: Circular attached

3. Vote of Thanks to Retiring Councillors – Cllr Robert Greenaway and Cllr Noel Kinsey

Both Cllrs Kinsey and Greenaway have indicated that they will be retiring from local government and will not be standing for re-election at the quadrennial elections in September, 2016. Both gentlemen have given untiring support and dedication to the Castlereagh Macquarie County Council over an extended period. It is proposed to mark the occasion of their retirement at the September meeting of Council.

I would like to take this opportunity to extend my personal thanks to both of them and wish them well in their future endeavours.

I would also like to thank the remaining Councillors for their efforts during the current term of Council and wish them well at the coming elections.

CASTLEREAGH MACQUARIE COUNTY COUNCIL

Meeting of Council

Held at Coonamble Shire Council Chambers

On 22nd August 2016

Matters for Brief Mention or Information Only

Recommendation:

That the above issues for brief mention or information only as detailed in the General Manager's report to the August, 2016 meeting be received and noted and Council determine any other action required.

Moved:

Seconded:

Circular Details	Circular No 16-18/ 27 June 2016 / A489192
Previous Circular	12-19
Who should read this	Councillors / General Managers / All council staff
Contact	Council Governance Team / 4428 4100
Action required	Information/ Council to Implement

Council decision-making prior to the September 2016 local government elections

What's new or changing

- Clause 393B of the *Local Government (General) Regulation 2005* limits councils' ability to exercise some of their functions in the four weeks preceding the date of an ordinary local government election (the caretaker period).

What this will mean for your council

- Councils are expected to assume a "caretaker" role during election periods to ensure that major decisions are not made which would limit the actions of an incoming council.
- Councils, the general manager or any other delegate of the council (other than a Joint Regional Planning Panel or the Central Sydney Planning Committee) must not exercise the following functions during the caretaker period:
 - Entering into any contract or undertaking involving an expenditure or receipt by the council of an amount equal to or greater than \$150,000 or 1% of the council's revenue from rates in the preceding financial year (whichever is the larger);
 - Determining a "controversial development application", except where a failure to make such a determination would give rise to a deemed refusal, or such a deemed refusal arose before the commencement of the caretaker period;
 - Appointing or reappointing the council's general manager (except for temporary appointments).
- In certain circumstances, these functions may be exercised with the approval of the Minister.

Key points

- "Controversial development application" means a development application under the *Environmental Planning and Assessment Act 1979* for which at least 25 persons have made submissions under section 79(5) of that Act by way of objection.
- The caretaker period for the September 2016 ordinary local government elections commences on Friday 12 August 2016 and ends on Saturday 10 September 2016.

Section 2

Senior Weeds Officer's Report

ITEM 8.1: SENIOR WEEDS OFFICER'S REPORT – JUNE TO JULY 2016

Over the past two months with good seasonal rain, the treatment of African Boxthorn has been very successful in all Shires however in saying that it has been difficult in recent weeks to carry out property inspections because of the amount of water lying around in the paddocks.

I have attended one meeting of the MVWAC, two meetings of CWRWC, one Hudson Pear taskforce meeting and one NWRWC meeting in the past two months. The main focus of the meetings have been around reducing the number of prominent weeds within the Central West Region as I understand there will be a requirement of all landholders under the new Biosecurity Act to control the spread of weeds from their property. This has been written by someone who will not have to sort out the neighbourhood disagreements.

At the Dubbo meeting there was discussion between weed officers around gaining a better understanding as there is no clear path outlined for us to do our job. I hope this issue is addressed before we are expected to enforce the new Biosecurity Act as we don't seem to be getting the leadership one would expect from the DPI and the LLS seem to be doing the best they can with something they have had little to do with previously.

At the Hudson Pear taskforce meeting held on the 9th June, it was suggested that a position be created for someone to focus on and coordinate the control of Hudson Pear, at \$100,000.00 per year but it was decided that Claire Bergin from the Walgett LLS will handle this job.

We also heard from a landholder who was complaining about his neighbours Hudson Pear. He mentioned that he had made several phone calls but had made no attempt to contact his local weeds officer. At the end of the meeting I invited him to phone me when it was a convenient time for him to accompany myself on an inspection however I have yet to receive a phone call from him.

We will be using the MVWAC Weeds Display Trailer for Local Government week being held on Monday 1st August in Walgett and Saturday 6th August at the Walgett Bulldust to Bitumen Festival Street Party.

This concludes the County Report for June to July 2016.

John Unwin

Senior Weeds Officer

ITEM 8.2 CASTLEREAGH MACQUARIE COUNTY COUNCIL

COONAMBLE NOXIOUS PLANT REPORT

FROM: 25.05.2016

TO: 25.07.2016

Seasonal Conditions: In the Coonamble Shire over the past two months it has been very wet due to a significant rainfall. Property inspections have been limited with the majority being re-inspections.

Milestones	Activities Undertaken	Outcomes Achieved
1. Control noxious weeds on private property.	1. Carry out property inspections.	1. Number of properties inspected: <u>7</u> 2. Area inspected: <u>4,176 hectares</u> 3. Area infested: <u>2,520 hectares</u> 4. Area treated: <u>Nil</u>
2. Control noxious weeds on council-controlled land	2. Treat roadsides	5. Area treated along roadsides: <u>2 hectares</u> 6. Number of locations inspected: <u>50</u> 7. Area inspected: <u>2,500 kms</u> 8. Area infested: <u>2 hectares</u> 9. Area treated: <u>2 hectares</u>
1. Bi-monthly Plant usage Vehicle 1. kms at start of months <u>15,150 kms</u>	Vehicle 1. kms at end of months <u>kms</u>	Vehicle 1. kms travelled for 2 months <u>kms</u>

ITEM 8.3 CASTLEREAGH MACQUARIE COUNTY COUNCIL

GILGANDRA NOXIOUS PLANT REPORT

FROM: 26.05.2016

TO: 25.07.2016

Seasonal Conditions: There has been a lot of rain over the last two months causing the ground to be water logged and making it hard to be able to go off the road much.

Milestones	Activities Undertaken	Outcomes Achieved
2. Control noxious weeds on private property.	1. Carry out property inspections.	1. Number of properties inspected: <u>17</u> 2. Area inspected: <u>1,070 hectares</u> 3. Area infested: <u>54 hectares</u> 4. Area treated: <u>10 hectares</u>
3. Control noxious weeds on council-controlled land	2. Treat roadsides for	5. Area treated along roadsides: <u>2,430 kms</u> 6. Number of locations inspected: <u>26</u> 7. Area inspected: <u>540 kms</u> 8. Area infested: <u>2,430 kms</u> 9. Area treated: <u>2,430 kms</u>
10. Bi-monthly Plant usage Vehicle 1. kms at start of months <u>150,360 kms</u> Vehicle 2. kms at start of months <u>106,909 kms</u>	Vehicle 1. kms at end of months <u>155,200 kms</u> Vehicle 2. kms at end of months <u>110,568 kms</u>	Vehicle 1. kms travelled for 2 months <u>4,840 kms</u> Vehicle 2. kms travelled for 2 months <u>3,659 kms</u>

ITEM 8.4 CASTLEREAGH MACQUARIE COUNTY COUNCIL

WALGETT NOXIOUS PLANT REPORT

FROM: June 2016

TO: July 2016

Seasonal Conditions: Throughout June and July the weather conditions have been very wet with over 75mm of rain. Due to the road conditions it has been very difficult to access properties to carry out inspections.

Milestones	Activities Undertaken	Outcomes Achieved
1. Control noxious weeds on private property.	1. Carry out property inspections.	1. Number of properties inspected: <u>4</u> 2. Area inspected: <u>15,865 acres</u> 3. Area infested: <u>1,000 acres</u> 4. Area treated: <u>Nil</u>
2. Control noxious weeds on council-controlled land	2. Treat roadsides for Prickly Pear	5. Area treated along roadsides: <u>Nil</u> 6. Number of locations inspected: <u>18</u> 7. Area inspected: <u>2,199 kms</u> 8. Area infested: <u>10 kms</u> 9. Area treated: <u>Nil</u>
10. Bi-monthly Plant usage Vehicle 1. kms at start of months <u>246,162 kms</u>	Vehicle 1. kms at end of months <u>250,015 kms</u>	Vehicle 1. kms travelled for 2 months <u>3,853 kms</u>

ITEM 8.5 CASTLEREAGH MACQUARIE COUNTY COUNCIL

WARREN NOXIOUS PLANT REPORT

FROM: June 2016

TO: July 2016

Seasonal Conditions: The Warren Shire received good rain over the June-July period with 210mm recorded at the airport. It was ideal rain for the growth of African Boxthorn to thrive in the Warren Shire.

Milestones	Activities Undertaken	Outcomes Achieved
1. Control noxious weeds on private property.	1. Carry out property inspections.	1. Number of properties inspected: <u>12</u> 2. Area inspected: <u>25,000 hectares</u> 3. Area infested: <u>2,000 hectares</u> 4. Area treated: <u>1,500 hectares</u>
2. Control noxious weeds on council-controlled land	2. Treat roadsides for Boxthorn Green Cestrum Tiger Pear Mother of Millions Harrisia Cactus Blue Heliotrope Mimosa Bush Common Pear	5. Area treated along roadsides: <u>1,567 kms</u> 6. Number of locations inspected: <u>12</u> 7. Area inspected: <u>4,995 kms</u> 8. Area infested: <u>1,700 kms</u> 9. Area treated: <u>1,567 kms</u>
9. Bi-monthly Plant usage Vehicle 1. kms at start of months <u>131,758 kms</u>	Vehicle 1. Kms at end of months <u>139,276 kms</u>	Vehicle 1. Kms travelled for 2 months <u>7,518 kms</u>

ITEM 8.6 CASTLEREAGH MACQUARIE COUNTY COUNCIL

WARRUMBUNGL SHIRE NOXIOUS PLANT REPORT

FROM: June 2016

TO: July 2016

Seasonal Conditions Since the last report the Warrumbungle Shire had 740 points (185mm) of rain as per the gauge at Binnaway and with the warm soil temperature a large amount of growth has taken place. There is a significant amount of cape weed in the lawn as well as good feed in the paddocks and fresh boxthorns also.

Milestones	Activities Undertaken	Outcomes Achieved
3. Control noxious weeds on private property.	2. Carry out property inspections.	1. Number of properties inspected: <u>11</u> 2. Area inspected: <u>11,644 hectares</u> 3. Area infested: <u>1,085 hectares</u> 4. Area treated: <u>Nil</u>
4. Control noxious weeds on council-controlled land	2. Treat roadsides for	5. Area treated along roadsides: <u>120 kms</u> 6. Number of locations inspected: <u>N/A</u> 7. Area inspected: <u>1,355 kms</u> 8. Area infested: <u>200 kms</u> 9. Area treated: <u>200 kms</u>
5. Bi-monthly Plant usage Vehicle 1. kms at start of months <u>25,166 kms</u>	 Vehicle 1. kms at end of months <u>31,937 kms</u>	 Vehicle 1. kms travelled for 2 months <u>6,771 kms</u>